Minutes of the Staff Council Meeting

January 15, 2013


Absent: Lois Avey, Rita Cox, Sherri Elwood, Lori Fogleman, Karen Griffiths, Diane Jee, Margaret Kramer, Pam Parshall (sub. Cindy Todd), Mary Reinhardt, Eric Weeden.

Welcome and Invocation

Welcome (Marilyn McKinney) -- The meeting was called to order.

Guest -- Angela Oliver, Judge Starr’s Office

Prayer Requests and Prayer -- (Marilyn McKinney) Prayer requests were heard and Dominque Hill then led the group in prayer.

Approval of Minutes

Marilyn McKinney, chair, called for approval of the December minutes with one correction and that is to note that Paulette Edwards was in attendance at the December meeting. Donna Sparks motioned to approve and Jana Hixson seconded the motion. There was no discussion and the minutes were approved.

Parking Services Update -- Matt Penney, Director of Parking & Transportation Services

1. Matt Penney informed Staff Council that communication is much better than in the past and more people are calling to inform them about events to prevent parking problems.
2. The students have been issued their new “clean decal” and faculty/staff will be receiving new stickers during the spring 2013 semester. These stickers go on the inside of the front windshield. They come off easily, are easy to transfer from one car to another, and have a bar code so it is easy to identify. The color and shape of the stickers for students and faculty/staff are different which makes it simpler to recognize. They withstand both the heat and cold weather. Marilyn McKinney asked if this information will be ready to announce at the February Staff Forum meeting and Matt said the new website will not be ready on time. They will start out with small groups and test the website prior to rolling out the change.
3. Matt addressed the parking situation for the new football stadium and he feels sure there will be plenty of parking. The new stadium has the space but the challenge is that game day on campus will have a very different feel.
4. Visitor parking -- they are moving away from required visitors parking permits. Visitor parking areas are a “cat and mouse” game with students. Citations for visitors no longer state “violation notice” and also show “0” dollar amount owed. Once a visitor has registered
their license plate number as a visitor, it will show up in the system and a warning will not be issued multiple times. If you know you will be having a visitor coming to campus, please register their license plate number with Matt’s office beforehand.

Old Business

United Way – After concern that the campaign was not going as well as in the past, Marilyn McKinney announced that we did very well and have now exceeded $75,000, more than collected the previous year.

New Business

2013 Dates – HR has set the date of September 26, 2013 for the Fall Staff Forum with lunch served at the Ferrell Center and Monday, December 2, 2013, for the Faculty Staff Christmas Dinner at the Ferrell Center.

Nominating Committee – The Staff Council By-Laws state that the Chair of Staff Council will appoint 4 members to the Nominating Committee for the purpose of facilitating the election of officers for the 2013-2014 year. The committee members will be introduced at the February meeting. Members will be asked to bring nominations for the offices of Chair-Elect and Secretary to the February meeting. Two weeks prior to the April meeting, the final slate of nominees will be presented. Voting will take place at the April meeting.

Staff Council Committee Reports

Scholarship Committee – Julie Stahl

Mira Benthul, the student who received the Baylor University Staff Endowed Scholarship for fall 2012, gave Staff Council permission to post her thank you note on our website. Scholarship donations from Staff Council shirt sales totaled $297 from 61 donors, or an average of about $5 per order.

Treasurer’s Report on the Baylor University Staff Endowed Scholarship – Julie Stahl

The balance as of 12/31/12 is $27,730 made up of total gifts of $26,121 and outstanding pledges of $1,609. This was an increase of $422 from November. Donations to the scholarship were steady during 2012. We started off with a scholarship total of $21,787 and ended 2012 with $27,730. Donations and pledges totaled $5,943 during 2012, an average of $495 given per month.

Spirit Shirts – Rick Mattocks

Rick reported that he still has about 20-30 shirts in his office and has e-mailed the owners that they are ready to be picked up. There are only 3 jackets and are X-large that are still not ready
but should be very soon. The Friday before the holidays had a very good response from people picking up their items.

**Service Project (Steve Kieff)**

The fall project, Mosaic, called and invited the committee over to see their new refrigerator which was bought with the money donated from Baylor. They were extremely grateful for everything and said it was truly Christmas.

Steve Kieff said the committee is looking forward to beginning work on the spring service project which will be for the Family Abuse Center.

**STEPP Luncheon (Diane Haun)**

The next STEPP Luncheon will be February 19 with Kaz Kazadi presenting “How to Have a Winning Attitude for Life.” Pass the word around for people to start signing up. The menu will be chili or vegetable soup, cornbread and salad.

**University Committee Reports**

**Diversity Committee (Julie Stelley)**

The Campus Diversity Committee met on Friday, January 11 with a quorum of members present. The committee reviewed the following three grant applications and approved the three grants:

*Saakumu: Dance and Drums from Ghana* – to be held on 2/19 and 2/20, 2013 at Jones Concert Hall. The goal is the celebration of Black History Month with the participation of SAAKUMU, a Ghanian drumming and dance group.

*Gospel Fest 2013* – to be held on 2/9/13 at Waco Hall. The organization leading this music recital is Heavenly Voices Gospel Choir. The main goal is to strengthen those at the event in their relationship with God.

*Civil Rights Tour 2013* – to be held March 10 through March 16, 2013. The trip is during spring break. Thirty participants will be traveling from Waco to various cities including Little Rock, Memphis, Birmingham, Montgomery, Selma, Jackson and Houston. The main goal is to expose students to the powerful narratives of the Civil Rights Movement, to promote deeper racial and cultural understanding, and to promote deeper understanding of social change.

Ingrid Beltran shared an update regarding the Spotlight website. She reported that we have four people that the website will spotlight: 2 students, 1 faculty and 1 staff.

Discussion was then held regarding the WOW orientations held for new Baylor employees. The first presentation was in December and they will present at all future WOW orientations.

Lexi English then led the discussion concerning the upcoming spring project, Cultural Connection Celebration. The celebration will be held on January 31, 2013 beginning at 5:30 pm with dinner.
being served at 6:00 pm. The venue is at the Ferrell Center Stone Room. The invitations will be mailed Monday, January 14. Entertainment will be provided by impact and ISSA.

**Faculty Senate (Sue Koehler)**

The Senate met on December 11. The Administration has approved the use of + and – grades with the caveat of the professor’s discretion.

Student Senate submitted a proposal to increase the number of Correspondence Courses a student can register for at the same time to three courses. Currently only one course may be taken at a time. Some Faculty Senate members were not familiar with correspondence courses and asked for clarification, justification, and when a student would take such a course. The discussion will continue at the next meeting.

The Student Senate asked for a response to their proposal regarding absences of students on University sponsored events. “Students should not be penalized, including a reduction in a class participation grade, from participation in a university-sponsored activity or serious illness of accident or death in the family.” The Senate unanimously agreed that is not possible. The student cannot make up the experience of class time conservation.

One Faculty Senate member asked on behalf of her department that the Senate look at the length of the exam schedule (number of exam days). Their department has finals at the same time and day that graduating senior grades were due and there is no way to give and grade those finals in time to turn in graduating senior grades. Dr. Still asked Dr. Hurtt and his committee to look into other universities final exam schedules.

**Closing Remarks – Marilyn McKinney**

Marilyn McKinney asked for program ideas for future meetings this spring. A few recommendations were American Cancer Society for BU Relay for Life; East Village Construction master plan and future plans for South Russell; plans for the Bagby street area; Richard Amos speak on comparing Baylor with other Universities in relation to salaries, compensation, benefits, etc.

A motion to adjourn was made by Chris Diamond and seconded by Sue Koehler.

Respectfully submitted,
Jan Holmes, Staff Council Secretary
Minutes of the Staff Council Meeting

February 11, 2013


Absent: Sherri Elwood, Jacqui Haddock, Rick Mattocks, Will Telfer

Welcome – Marilyn McKinney
The meeting was called to order.

Prayer Requests and Prayer - Pam Parshall
Prayer requests were heard and Mary Reinhardt then led the group in prayer.

Approval of Minutes
Marilyn McKinney, chair, called for approval of the January minutes. Diane Haun motioned to approve and Pam Parshall seconded the motion. There was no discussion and the minutes were approved.

University Financial Report & Update on Building Projects – Reagan Ramsower

Dr. Ramsower reported to Staff Council that Baylor is strong financially. Baylor exceeded projections for net tuition revenue. The scholarship campaign has been very beneficial and enrollment for fall is stronger than it has been in the past. Applications completed are around 30,000 and 15,000 have been accepted. He explained that those students who apply to Baylor and only Baylor as their number one choice will have an admission decision early if they do not apply to any other college or university. They have also been working this year to increase the percentage of males in the freshman class. The lists that were chosen had more males than females but acceptance was not based on gender.

There is construction taking place every day. East Village is dried-in as well as Marrs McLean Science Building, so the weather will not cause problems for these buildings, unlike the stadium. The stadium is on schedule and within budget. Late summer or early fall construction will begin on the pedestrian bridge. You will be able to go downtown and never get on I-35. Loop 574, Martin Luther King Blvd., will be opened to LaSalle.

Study groups in the community are working on the parking. There are discussions about event planning with the city. The construction for a new Business School was announced this past week. Major donors came forward and there has been wonderful support. BRIC is coming along so Baylor is set academically for a while. Renovation will be scheduled for South Russell and then North Russell and to other dorms which will take care of student housing complexes. As we enter Pro-Futuris, these projects will culminate a decade of planning.
The Arts District has good plans and lots of excitement. They are looking for a major donor and need a very large commitment that only a few people can make. This is a very different donor base from our other projects. If this happens, it will probably be the second half of the decade project.

Dr. Ramsower reported on Floyd Casey Stadium. The stadium, opened in 1950, is over 60 years old and is the number one deferred maintenance project. It would cost $80-$85 million to bring it up to code. That is when Baylor looked at alternatives. When you consider the city gift and donor gifts Baylor is actually spending $100 million to have the new stadium. This money is not coming from tuition. Floyd Casey Stadium will probably inevitably be demolished as there has not been anyone interested in purchasing the complex.

The question was raised regarding ticket prices for the new stadium. Dr. Ramsower stated that the average increase in price for tickets will be $10 to $15 more per game than what we are paying now.

Proposal for Smoke-Free Campus – Karla Leeper

Dr. Leeper reported that Judge Starr has been in discussion with the Executive Council to propose making Baylor a tobacco free campus and has been in many conversations regarding this. John Wood came to the university with a grant that asks your campus to have conversations regarding tobacco free campuses. University of Michigan has been a part of an initiative for smoke free campuses. When people begin smoking at a young age, it usually lasts a lifetime. For the most part, any campus that has a medical school has moved to a tobacco free campus. Judge Starr sits on the board for Baylor Health and Scott & White and they are tobacco free. Judge Starr would like to begin conversations with staff, faculty and students about how we might transition to a smoke free campus. We need to think this through seriously and see how long it would take to implement this policy. The University of Texas and the University of Michigan have a great website regarding this issue. We also need to fully understand that this is an addiction and will take some time to implement.

Marilyn asked for two volunteers from Staff Council to serve on the Tobacco-Free Campus Committee. The two names sent to Dr. Leeper are Dominque Hill and Diane Haun.

Old Business

Nominating Committee – Marilyn McKinney

Marilyn has received acceptances from Dominque Hill, Sherri Elwood, Carol McElhannon and Keane Tarbell to serve on the nominating committee. The committee will have the slate of nominees to members by mid-March with voting to take place in April. Nominations are due to any member of the committee by March 15. We do not elect the chair but there will be a vote of confidence in April on the current Chair-Elect, Sue Koehler.
New Business

Bill Regarding Concealed Weapons on College Campuses – Rochonda Farmer-Neal

Rochonda Farmer-Neal addressed the issue of concealed weapons on college campuses. She is working directly on this subject for the third session. These bills are commonly referred to as “campus carry.” The two bills that the NRA has brought forward are SB 182 and House Bill 972. It is expected that SB 182 will move quickly through the Senate. SB 182 does have an “opt out” provision for private and independent colleges but the university must consult with the faculty, staff, and students. It is important to note that you must be 21 years of age to obtain a concealed handgun permit. Tim Kleinschmidt has filed legislation, HB 1077 and 1078. HB 1077 allows you to leave weapons in a private vehicle. HB 1078 allows everyone to have concealed weapons on campus.

Baylor is working with Senator Birdwell and Independent College and Universities of Texas (ICUT). They feel sure the senate bill will be passed in the Senate. It will still need to pass the House. The Executive Council of Baylor does not support guns on campus. There has not, yet, been a survey taken of students, faculty and staff.

Comment added by Marilyn McKinney, Staff Council Chair:
If you wish to write a letter to your senator or representative regarding this issue or any other issue, please keep in mind that you may only do so as an individual. Such letters should not be submitted on Baylor letterhead or contain language that may be construed as representing Baylor University.

Staff Council Committee Reports

Scholarship Committee – Julie Stahl
The scholarship committee sent out thank you notes and Torch of Knowledge pins to new donors who cumulatively gave $50.00 or more this past quarter from November 1st – January 31, 2013 to Baylor University Staff Endowed Scholarship. Ten donors received letters and pins.

Treasurer’s Report on the Baylor University Staff Endowed Scholarship – Julie Stahl
The balance as of 01/31/2013 is $28,083 made up of total gifts of $26,419 and outstanding pledges of $1,664. We continue to be very appreciative of members of the Baylor family who support the President’s Scholarship Initiative in this manner.

Service Project - Steve Kieff
Steve Kieff reported that his committee is beginning to work with the Family Abuse Center and should have more information at the March meeting. He did inform everyone that the project should take place in April.

STEPP Luncheon - Diane Haun
As of Friday, February 9, there were 235 people registered to attend the STEPP Luncheon which will be held on Tuesday, February 19. John Morris will introduce the speaker.
University Committee Reports

Diversity Committee - Julie Stelley
Campus Diversity Committee Report from 2/1/13 meeting:
The committee reviewed 3 grant applications. Diversity Enhancement Grants were awarded to the ABS Black Heritage Banquet, the GC LLC Spring Banquet, and Kaleidoscope 2013.

The committee reviewed the Cultural Connection Celebration from the evening before and deemed it a success.

A request for nominations for the annual Diversity Awards will be sent out soon and will be due by March 31.

Faculty Senate - Sue Koehler

Dr. Chris Rios, Assistant Dean in the Graduate School, presented the proposal of the “Establishment of a Selection Committee for Outstanding Dissertations and Theses.” After much discussion the Senate approved a proposal to ask the graduate school to “run a pilot project and report to the Senate at the end of the year.

The Registrar’s Office sent a proposal to change the deadlines for dropped classes and withdrawals from the University. The Senate approved the proposal.

Dr. David Hurtt, Associate Professor of Accounting, provided a handout of other peer institutions final exam schedules. He will forward this information to the Calendar Committee.

Sustainability – Lori Fogleman

The University Sustainability Committee met on Feb. 4, 2013. Numerous items were discussed including:

Spring Energy Initiatives: Baylor Facility Services plans to hold two Energy Madness competitions this spring, one for residence halls and the other the first academic building competition between Truett Seminary and the Rogers ECS Building. Baylor also continues to move forward on LEED certification for Truett Seminary, the Hawkins Indoor Tennis Center, BRIC and Marrs McLean Science Building.

The Student Senate Campus Improvements and Affairs Committee is currently surveying students to gauge their interest in a bike share program on campus.

Parking & Transportation reported a major increase in ridership on the Baylor University Shuttle, which carried 168,000 passengers in the fall, which is more than the entire academic year in 2009 and 2010.

Recycling: Baylor set a new recycling record, finishing with 440.71 tons recycling, an increase of 26.37 tons from last year. The University is participating again in Recycle-mania, an eight-week competition that determines the universities with the best recycling rates as a percentage of
total waste. Baylor finished as the Big 12 champion and sixth overall in Texas last year with a
diversion rate of 28.6 percent of waste diverted from the landfill. Baylor also will begin a pilot
program to recycle glass.

Creation Week is scheduled for April 22-26. Baylor Sustainability will be part of the first creation-
themed Chapel on Earth Day, April 22.

Smith Gettermann informed the USC that he has been elected to serve on the advisory council for
AASHE (Association for the Advancement of Sustainability in Higher Education). Baylor also will
host the Texas Christian Higher Education Sustainability Symposium this summer.

Other Committee Reports

Informed Engagement Group – Mary Reinhardt

This committee was formed at the request of Dr. Elizabeth Davis as a part of Pro Futuris.
Aspirational Statement three: Baylor University will be a place...where our Christian faith inspires
a desire to address systemic problems facing our community, both local and global. This
committee has been charged to define how we do community, what we do and why we do what
we do. What does Baylor do well and not so well and is this clearly associated with the Mission of
Baylor University? Elizabeth Smith, retired Executive Director of the Cooper Foundation, was the
guest speaker. She informed the group that there needs to be consistency in relationships and
we need to sell Waco to our students and encourage them to stay in Waco and help support local
businesses.

Adjourn – Marilyn McKinney

A motion to adjourn was made by Chris Diamond and seconded by Julie Stahl.

Respectfully submitted,
Jan Holmes, Staff Council Secretary
Minutes of the Staff Council Meeting
March 5, 2013


Absent:  Adam Ecklund, Sherri Elwood, Rochonda Farmer-Neal, Dominque Hill, Diane Jee, Steve Kieff, and J. D. Windham.

Welcome and Invocation

Welcome (Marilyn McKinney) - The meeting was called to order.

Prayer Requests and Prayer – (Pam Parshall) – Prayer requests were heard and Pam Parshall led the group in prayer.

Family Abuse Center-Spring Service Project – Eric Weeden introduced our guests: Kathy Reid, Executive Director and Virginia Feaster, Director of Development of the Family Abuse Center who thanked everyone for what Baylor has already done and the many ways Baylor impacts the Family Abuse Center. The Center is a domestic violence shelter that serves a large geographical area with 80% of the clients coming from McLennan and the outlying counties. They have a 55 bed shelter and have been in Waco since 1980. They are in their fifth location and have been there since 2006. The address is never published due to security issues but tours are available by appointment only. They have had as many as 74 persons in residence at one time but the average is 45. Two-thirds of the clients are children. They do not turn anyone away. The Family Abuse Center is a 14 day shelter, which after that period of time, they are re-evaluated. The clients come on their own free will or are referred by a hospital or the police. The Center helps these adults become independent so that they can secure a job and then have their own apartment.

Some items that are needed at the Center are: shampoo, towels, sheets, pillows, and lots of diapers. They serve approximately 23,000 meals per year so food donations are appreciated. They also have volunteer opportunities at the Center. They want to get others who they are and what a wonderful resource it is and that everything is free. They have people available to come speak to a class about domestic violence issues. The most important reason to get involved is for the children to break the cycle of family violence.

Approval of Minutes - Marilyn McKinney, chair, called for approval of the February minutes. Margaret Kramer motioned to approve and Pam Parshall seconded the motion. There was no discussion and the minutes were approved.

New Business

Staff Ombudsperson – John Whelan, Associate VP for Human Resources
John Whelan presented an overview of the services HR currently offers to staff. In HR, there are Client Relationship Managers (CRM) who are assigned as representatives to each area across the campus. Their role is to be a contact for each staff person to discuss professional development or to voice concerns. The conversation is completely confidential. The Ombudsperson's role would be less engaging and not problem solving but someone with whom you can talk things through. If Staff Council feels the need for an ombudsperson, then HR will support the decision 100%.

Employee Assistance is another service offered and is seen more as a crises line. You can go onto their website and see what is offered. It is free to employees and their immediate family members. Ethics point is another anonymous hotline. This provides people an opportunity to make an anonymous complaint regarding an ethical issue. Staff Council together with HR may need to do a better job of educating staff as to the options that are available.

Marilyn McKinney reported that quite a few people are asking about what happened to the position of Ombudsperson for staff. The position, in the past, was approved but no one was appointed. Staff Council wants to make sure we are representing staff and what they want. One option to discuss is whether a staff survey would be beneficial. We could also have the position from September to May on a trial basis in which case HR would like for Staff Council to suggest a person to serve. HR would then go to Reagan Ramsower to request funding. Another suggestion, made by Mary Reinhardt, is that we wait for CRM’s to visit all departments and make staff aware of what is currently available. Marilyn McKinney suggested that we take the month to consider options and continue discussion next month.

**Old Business**

**Nominating Committee – Marilyn McKinney**

Members are still welcome to make a nomination for Chair-Elect and Secretary for 2013/2014 but do so quickly so that they have a slate of officers by the middle of March.

**Membership Committee – Lara Conrad**

The committee received a total of 47 new member nominations.

**Staff Council Committee Reports**

**Scholarship Committee – Julie Stahl**

**Treasurer’s Report on the Baylor University Staff Endowed Scholarship - Julie Stahl**

Since the Staff Council meeting was a week early this month, Julie Stahl will have both the March and April report for the Scholarship Committee and the Treasurer’s Report on the Baylor University Staff Endowed Scholarship at our next meeting.
STEPP Luncheon – Diane Haun

There were 230 people that signed up for the February 19 STEPP Luncheon. The next luncheon will be April 17 with Alan Bowden, Sr. Dir. Of Development Systems and Technology and Vincent Clark, Prof. of History and Head Golf Coach at MCC. The title is “Baylor’s History and Traditions.”

University Committee Reports

Diversity Committee - Julie Stelley

The committee reviewed 2 grant applications. A Diversity Enhancement Grant was awarded to the Global BU Vision 2013. The committee tabled discussion on one other grant until more information could be submitted.

The committee discussed the New Faculty and Staff Reception for September 2013 and several great ideas will be pursued. The consensus was to be able to host an event that will draw more new employees to welcome them to the BU family.

The annual Diversity Award call for submissions has been publicized. The committee will vote on this award at the April meeting.

Faculty Senate – Sue Koehler

Elizabeth Davis, Provost, spoke about the Faculty and Student Regent positions. It is a lengthy vetting system including an extensive questionnaire and meetings with several regents before the final selection.

Karla Leeper spoke to the Senate to let them know she had met with the Faculty Senate Executive Committee to present the tobacco free campus proposal.

Michelle Berry, in the Provost’s Office, gave a presentation and answered questions about the electronic faculty contracts that will be sent out in April. This is the first time contracts will be sent electronically.

The Senate members expressed concern about electronic course evaluations that are being implemented. Some felt and others have heard that student response is not as high as the old paper method. Student evaluations factor in all faculty reviews (lectures as well as tenure-track) and the low response could affect the outcome of a professor’s review.

A motion to adjourn was made by Chris Diamond and seconded by Mary Reinhardt.

Respectfully submitted,
Jan Holmes, Staff Council Secretary
Minutes of the Staff Council Meeting

April 9, 2013


Absent: Lori Fogleman, Dana Lee Haines, Jana Hixson, Rebecca Robbins.

Welcome and Invocation

Welcome (Marilyn McKinney) - The meeting was called to order.

Staff Compensation Plan – Richard Amos, Director Compensation & Benefits

Richard Amos presented an overview of the staff compensation plan and reported that there has been a plan in operation for over a decade and it is working well. There has there been intentional investment and resources allocated to improve pay overall. In addition, communication efforts have increased and Human Resources (HR) has worked more closely with supervisors to improve compensation knowledge. Some evidence of progress is that over time, fewer issues or questions regarding compensation are brought to our attention. Not everything has been resolved so the work continues with planning and as resources are available.

HR conducts a spring and fall review whereby requests for compensation are reviewed and discussed with a decision-making committee. All of this is covered in the staff compensation plan. Currently, the plan document is not on the website but HR is reviewing this document and will repost the document in the near future. Highlights of the compensation plan remain available on the HR website for anyone to view.

Currently, Baylor has 16 pay bands and HR uses job descriptions as an important piece of information in determining pay bands, so they need to be updated and as accurate as possible to insure proper position classification and comparison. Staff are encouraged to review their job description each year around annual evaluation time. There are examples on the website that you may find helpful in writing/updating your job description.

Much progress has been made toward working with departments to determine appropriate salary pay ranges and there have been periodic trainings scheduled for departments. Via the plan, HR provides department heads/supervisors with a range of pay within the pay band per position request/review. There is some freedom to decide where a person should fit within a range based on education, experience, performance, and internal reviews. There are a number of surveys HR relies on, i.e. CUPA-HR, and a number of comparison groups. A primary comparison group is the Second 50 in Tier-1
schools. It provides a good cross-section of private and public schools and a sampling of schools that are considered to be good institutions. HR works diligently to have good comparisons. The external comparison data used could be local, regional or national, depending on the position. HR also looks at internal jobs for comparisons.

A question was raised regarding the medical insurance premium pay scale. As one's salary increases, the premium will also increase. Richard reported that people that are at the first pay band are paying 8-9% of the cost. When someone is at maximum pay, they are paying about 1/3 of the cost. To increase the level for maximum salaried employees would make the premium no longer competitive.

The last issue discussed was possibly changing the performance evaluation. Other HR staff are leading this campaign, but it will not be ready for this round of evaluations (2013). HR is exploring ways to make improvements, but at the end of the day it really comes down to the employee/supervisor relationship. HR would like to have the evaluations automated in the future.

**Prayer Requests and Prayer – (Pam Parshall)** – Prayer requests were heard and Pam Parshall led the group in prayer.

**Approval of Minutes**

Marilyn McKinney, chair, called for approval of the March minutes. A motion was made to approve by Mary Reinhardt and seconded by Lois Avey.

**Old Business**

**Membership committee – (Lara Conrad)**

The list of new Staff Council members for 2013-14 can be found at: http://www.baylor.edu/staffcouncil/

(The list is attached to these minutes.)

Chair, Marilyn McKinney, commended Lara for doing an excellent job with this multi-faceted process.

**Staff Proposal for Smoke Free Campus – (Dominque Hill)**

Student Perspective:

After 3 years of discussion, the Student Senate recently submitted a proposal to make Baylor University a Smoke and Tobacco Free campus. The prospect of receiving research grants helped to push the proposal through the senate. Some research grants have stipulations that require a university to be smoke/tobacco free. The Student Senate has concerns with: how the bill would be implemented and enforced. They also would like to see resources offered for cessation plans.

During initial discussions three years ago, there was strong opposition from students; however, there was little opposition this year.
Currently, two-thirds of Big 12 schools have smoke/tobacco free campuses. The committee would like for Baylor to be ahead of the curve. In order to determine the best approach of implementation, we have decided to use the University of Texas at Austin’s model which was implemented in 2012.

As a committee, we have determined that communicating this policy as an extension of our new strategic plan Pro Futuris will help to alleviate the assertion that the university is trying to take away the rights of smokers. Committee members have also discussed the possibility of offering tobacco cessation programs and/or resources to assist tobacco users with breaking the habit.

The committee is very conscious of the issue of "smoker rights" and the "Big Brother" perception that smokers may have concerning this policy. However, they believe that if we effectively communicate how beneficial this policy will be in increasing research opportunities through grants, it will be met with minimal opposition.

Ombudsperson Proposal – (Marilyn McKinney)

Marilyn reported briefly that she has been in conversation with John Whelan and they are still considering an ombudsperson on campus. Staff Council developed possible survey questions which were shared with John Whelan who then met with the CRM’s for discussion. We are waiting for HR to revise the questions.

New Business

2013-14 Officer Elections

Chair-elect and secretary secret-ballot elections were held with the following results:
- Dominque Hill, will serve as Chair-Elect
- Diane Haun, will serve as Secretary.
- A vote of confidence by hand was unanimous for Sue Koehler, to serve as Chair in 2013-2014.

Staff Council Committee Reports:

Baylor University Staff Endowed Scholarship Report - (Julie Stahl)

The balance as of 03/31/2013 is $28,484 made up of total gifts of $27,386 and outstanding pledges of $1,098. We are pleased to report that members of the Baylor family have been consistently supporting the President’s Scholarship Initiative through the BU Staff Endowed Scholarship Fund each month.

Scholarship Committee – (Julie Stahl)

In early May, the scholarship committee plans to send out thank you notes and Torch of Knowledge pins to new donors who cumulatively have given $50.00 or more to the Baylor University Staff Endowed
Scholarship fund during February 2013 through April 2013. Our hope is that this small gesture shows appreciation to donors, while also encouraging future support of the scholarship.

Service Project

The spring service project for Staff Council is the Family Abuse Center (FAC). The Staff Council Executive Council agreed for the focus to be on children as the FAC states that the children admitted usually arrive with no possessions. There will be drop-off locations around Baylor campus. Please see a Service Project committee member if you would like to sign up for drop locations. There will be e-mails to faculty and staff as well as information on the Staff Council website and an announcement at the April STEPP meeting. FAC does not have a website for making online donations, but checks or give gift cards can be mailed to Marilyn McKinney made payable to FAC. The collection will end May 1, 2013.

STEPP – (Diane Haun)

STEPP luncheon will be held on Wednesday, April 17 in BDSC Drawing Room. Alan Bowden, Senior Director of Development Systems and Technology at Baylor and Vincent Clark, Professor of History and Head Golf Coach at McLennan Community College will speak on “Baylor’s History and Traditions.”

University Committee Reports:

Diversity Committee – (Julie Stelley)

The committee reviewed 6 grant applications. A Diversity Enhancement Grant was awarded to the 3rd Annual One Mic Stand, the Japanese Program Field Trip, and to Steppin’ Out.

The committee reviewed the nominations for the Annual BU Diversity Award and selected the recipient of the Fall 2013 award which will be announce at the Fall 2013 Staff Forum.

Planning for the Faculty and Staff Reception for September 2013 took place. Also, discussion continued about membership changes for Fall 2013.

Health Committee – (Paula Young)

The University Health Committee met on March 5, 2103. They report the following:

- Appointments seen in Primary Care from August 2012 to March 2013: 12,180
- Appointments seen in Physical Therapy from August 2012 to March 2013: 1,007
- Prescriptions Filled in Pharmacy: Faculty/Staff 1,677, Students: 13,232
- Flu Vaccines given for the year 2012-2013: 1,544 (Compared with 1,260 last year)
- Meningitis vaccine legislation and compliance: new law as of Jan 21,2012: all new students must show proof of the bacterial meningitis vaccination

Top 10 Diagnoses:
1. Allergic rhinitis
2. Upper Respiratory Infection
3. Pharyngitis
4. Sinusitis
5. Bronchitis
6. Asthma
7. Fatigue
8. Anxiety
9. Cough
10. Tuberculosis screening

**Reminders:**

Big Brothers/Big Sisters are looking for volunteers.

April 30 – old ID cards will be deactivated.

New Faculty/Staff parking decals will be available within a couple of weeks.

The next meeting of Staff Council will be in Cashion on the 5th floor, Tuesday, May 14. Lunch will be provided and catered by George’s. The newly elected Staff Council members will be invited. This will be the last meeting of the year.

**Adjourn:** A motion to adjourn was made by Pam Parshall and seconded by Julie Stelley.

Respectfully submitted,
Jan Holmes, Staff Council Secretary 2012-2013
Minutes of the Staff Council Meeting  
May 14, 2013


Absent:  Rita Cox, Adam Ecklund, Lori Fogleman, Sherri Honza, Della Johnson, and Eric Weeden.

Welcome and Invocation

The meeting was called to order. Marilyn McKinney welcomed Judge Starr, President of Baylor University, Dr. Karla Leeper, VP for Executive Affairs & Chief of Staff to the President, and Dr. John Whelan, Associate VP for Human Resources. She also welcomed and recognized the newly elected members of Staff Council: Brennon Arnold, Heidi Boyd, Wanda Derrick, De-De Henson, Christi Klempnauer, Christina Lambert, John Lowe, Kay Murdock, Stacy Sanderson, Julie Stelley (re-elected to a new 3-year term) and Amy Williams.

Prayer Requests were voiced by chaplain, Pam Parshall, with prayer by Lois Avey.

Comments from Baylor President, Judge Starr
Judge Starr thanked the Staff Council members for all of their hard work and dedication. He especially thanked everyone for their efforts with the West memorial service. He remarked that it was miraculous with the short amount of time and everything that was done. He said that Dr. Leeper confirmed that the people from the White House were very complimentary and was told that it took five months to plan the Bush Library opening and only 72 hours to plan the memorial service.

Judge Starr gave the council an update on many positives happening for Baylor, i.e., the President’s Endowed Scholarship reaching and surpassing their goal; fundraising for the new Baylor stadium, the School of Business, and the new East Village Living and Learning Center.

Comments from John Whelan, VP for Human Resources
John Whelan referenced a letter from Richard Amos on April 8, 2013 regarding the cancellation of life insurance benefits for employees who had reached the 20-year service mark as of May 31, 2007.

He apologized for the confusion and stress the letter may have caused, especially regarding the unclear reference to retirement planning. HR has decided to reverse the decision to eliminate this retiree life insurance benefit. For those individuals who still prefer the $1,500 payment in lieu of the retiree life insurance policy, they will also honor that offer and include it in the June 2013 paycheck. Those affected should notify Human Resources by June 7, 2013 of their choice.
The decision to eliminate this benefit was made as part of an ongoing process to manage the unsustainable growth of benefits costs at Baylor, a crisis that is affecting all of higher education. Baylor’s costs are escalating at an annual rate of 7.6%, with no relief in sight, while we are working to cap our annual tuition growth at 4%. Our ideal goal is to find benefits savings for individuals as well as Baylor, while maintaining or even enhancing the value of the benefits. To achieve greater efficiency, we need to identify innovative ways to deliver some of our benefits. He invited staff to share creative ideas in this effort.

Recognitions by Outgoing Chair, Marilyn McKinney and Judge Starr

- Recognition of Outgoing Members: Eric Ames, Chris Diamond, Paulette Edwards, Sherri Elwood, Lori Fogleman, Jan Holmes, Sue Koehler (will remain for one additional year as Chair), Rick Mattocks, Marilyn McKinney, Rebecca Robbins, Donna Sparks and Julie Stelley (re-elected for additional 3-year term).
- Recognition of Dr. Jim Patton, Faculty Senate Liaison to Staff Council
- Recognition of Executive Council: Sue Koehler, Chair-Elect; Jan Holmes, Secretary; Margaret Kramer, Historian; Julie Stelley, Parliamentarian; Julie Stahl, Treasurer; Eric Ames, Website Coordinator.
- Recognition of Committee Chairs: Julie Veselka, Constitution and By-Laws; Lara Conrad, Membership; Julie Stahl, Scholarship; Steve Kieff, Service Projects; Rick Mattocks, Spirit Shirts; Diane Haun, STEPP Luncheons, Eric Ames, Website Development and WOW Presentations.

Approval of Minutes
Marilyn McKinney, chair, called for approval of the April minutes. A motion was made to approve by Pam Parshall and seconded by Paulette Edwards.

Old Business

Ombudsperson Proposal Update
Marilyn McKinney reported that the discussion regarding whether an ombudsperson is needed for staff has been delayed. She suggested that this proposal be tabled for a later time.

A motion was made to table the discussion by Eric Ames and a second by Julie Stahl.

Staff Proposal for Smoke Free Campus
Dominque Hill reported that the model Baylor would like to use for proposing a smoke-free campus is that of The University of Texas at Austin. Three years ago student government submitted a smoke free campus bill that met with considerable opposition. This year the bill was re-submitted without much student opposition. Dominque would like feedback so please e-mail or call him and with any questions or concerns.

New Business

Student Government Missions Initiative Proposal
Marilyn McKinney reported that Baylor administration and Student Government is seeking ways to support more student participation in mission trips and would like to see at least 1,000 students involved in one or more of the currently offered 50 mission trips. Student Government submitted a
A proposal requesting financial assistance in the amount of $1000 per student per mission trip. This amount is equal to about 1/3 of the cost of a trip. A scholarship fund has been set up for this purpose with funds readily available.

A motion to send a response of support to foster this mission proposal was made by Mary Reinhardt and seconded by Lara Conrad.

Staff Council Committee Reports

Treasurer’s Report on the Baylor University Staff Endowed Scholarship
Julie Stahl reported that 2012-2013 has been a great year for scholarship fundraising at Baylor! The BU Staff Endowed Scholarship balance as of 04/30/2013 was $28,880 made up of total gifts of $27,821 and outstanding pledges of $1,059. The great news about this is that the scholarship can be awarded to another student in fall 2013.

Scholarship Committee
Julie Stahl introduced the committee members: Lori Fogelman, Diane Jee, Carol McElhannon, Pam Parshall, and Julie Stelley and thanked them for their service this past year.

Julie reported that in May the scholarship committee sent thank you notes and Torch of Knowledge pins to new donors who cumulatively gave $50.00 or more to the Baylor University Staff Endowed Scholarship fund during February 2013 through April 2013. We will send thank you notes again in August for donations given in May, June and July. We also want to give a special thank you to donors who give more than once to the scholarship. Even though we don’t typically send a second pin and note to those persons, we greatly appreciate their dedication and continued support.

Service Project

Steve Kieff and Dominque Hill reported that the spring service project for Staff Council is the Family Abuse Center (FAC). Dominque Hill reported that everyone did a great job all around campus with their baby items and monetary donations. They raised $500 for FAC and there were so many items around campus that Dominique’s truck was totally full. FAC was very appreciative for what the Baylor family did for them.

STEPP Luncheon

Diane Haun reported that the last STEPP luncheon was held on Wednesday, April 17 in BDSC Drawing Room. Alan Bowden, Senior Director of Development Systems and Technology at Baylor introduced Vincent Clark, Professor of History and Head Golf Coach at McLennan Community College who spoke on “Baylor’s History and Traditions.”

There were 216 enrolled with 143 of those purchasing a meal.

Diane recognized the committee members who served with her this past year: Lois Avey, Chris Diamond, Mary Reinhardt, and Paula Young.
**Website Development Report**  
Eric Ames reported that the goal this year was to keep everything on the Staff Council website current and up-to-date. He will do one final clean up and have it ready for next year’s website committee chair.

**WOW**  
Eric Ames thanked Mary Reinhardt for helping him with WOW presentations this past year.

**Other Committee Reports:**

**Faculty Senate Report**  
Sue Koehler reported on the April 2013 meeting of Faculty Senate.

The University Archivist from Texas Collections spoke and gave an overview of the type of records Texas Collections keeps, everything from Board of Regents meetings to student organizations records. They also keep all Baylor publications on file. (The Historian notebook from Staff Council is also stored at Texas Collections each year.)

There is still concern about the electronic evaluations. The response is lower than the former paper evaluations and the committee is looking at ways to incentivize students to fill out the electronic forms.

Lenore Wright and Michelle Berry gave a presentation for the Teaching/Learning Technology Committee. The committee has met with several companies that assist universities with distance learning. The committee is researching the possibility of Baylor offering some distance learning courses.

The new Senate members for the 2013-2014 year were announced and a committee was appointed to nominate current members for next year’s officers.

At the May 2013 meeting Judge Starr spoke to the Senate mentioning the progress on the football stadium and the scholarship initiative.

John Whelan apologized for the way the life insurance benefits was handled for those who have been at the University 20+ years as of May 31, 2007. He promised that this will be fixed.

A proposal to shorten the final exam schedule for next spring has been submitted which would assure that all graduating seniors will be through with finals before grades are due to the Registrar. If the proposal is approved by the Administration finals will end on Monday vs. Tuesday.

Another proposal (three options) to begin the 2014 minimester the Wednesday before commencement was submitted allowing the minimester to be over before the first summer session begins so there is no overlap. This has been a concern and problem for several years. The Senate approved the option that includes adding 30 minutes to each class session. This will go to the Administration for their consideration.

As of April 15 there have been 4,014 deposits for next fall (the enrollment goal is 3,200).

Jim Patton will chair Faculty Senate next year. Other officers are: Lori Baker, chair-elect; Joe Coker, secretary, and Byron Newberry, publicity officer.
Closing Remarks by Outgoing Chair

Marilyn McKinney thanked everyone for their service to Staff Council this past year. She introduced the incoming officers for 2013/2014:

- Sue Koehler – Chair
- Dominque Hill – Chair-elect
- Diane Haun - Secretary

Closing Remarks by Incoming Chair

Sue Koehler thanked Marilyn for her service and hard work as chair of Staff Council this past year. Sue will be calling on people to serve on committees for next year. She asked everyone to please send her any suggestions they may have for speakers and topics for Staff Council meetings next year.

The meeting was adjourned for lunch catered by George’s.

Respectfully submitted,

Jan Holmes
Staff Council Secretary 2012-2013